

ORDER OF ASSEMBLY FOR
DIRECT COMMISSIONING OFFICER APPOINTMENT PACKET

NAME/RANK: _____ UNIT: _____

Note: Ensure Application Packet is tabbed according to the list below:

- _____ TAB A: **NGB FORM 62E.** (Include branch and valid vacancy info. Original CDR signatures required – no "for" signatures w/o prior approval. Must show 24 months TIG in any federally recognized unit and 12 months in an Active ARNG unit immediately preceding the application. Applicant must be a graduate of PLDC or equivalent). Must have statement on page 3 in section u (remarks), "I the undersigned acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years, whichever is later, beginning with the effective date of my state appointment orders."
- _____ TAB B: **LETTER OF RECOMMENDATION FROM ALL LEVELS OF COMMAND** (Company Commander, Battalion Commander, MACOM Commander. Must contain specific and objective details regarding individual's **exceptional** qualities for direct appointment in lieu of OCS.)
- _____ TAB C: **BIRTH CERTIFICATE** (applicant must be a US citizen) Minimum Age is 22; maximum is 30 without TAG waiver up to 35 yrs; NGB may waive up to 39 yrs 11 months.
- _____ TAB D: **SF 2807-1 and SF 2808 or SF 88 & SF 93** – Originals Only, No Copies (Chapter 2 Physical must be completed **prior to** submission of packet. Good for 2 Years, however, if over 1 Year old, must complete and attach DA Form 7349R (Annual Medical Certificate). Include any approved medical waivers. **Females** must provide evidence that a complete pelvic exam, to include pap smear and results, was completed with one year prior to intended date of appointment
- _____ TAB E: **VERIFICATION OF SECURITY CLEARANCE** (see fig 3-5 NGR 600-100)
OR
CURRENT INTERIM CLEARANCE with STMT OF UNDERSTANDING FOR APPOINTMENT
- _____ TAB F: **CIVILIAN EDUCATION** (ONE original "raised seal" transcript that shows a 4 year degree – not issued to student)
- _____ TAB G: **OCS ENROLLMENT AND ATTENDANCE STATEMENT** (see sample form that follows this checklist)
- _____ TAB H: **CERTIFIED ACCURATE COPY OF DA FORM 2-1** (with GT score of 110 or greater)
- _____ TAB I: **NON COMMISSIONED OFFICER EVALUATION REPORTS (NCOERs) DA Form 2166 –7 and ACADEMIC EVALUATION REPORTS (AERs) DA Form 1059**
- _____ TAB J: **CERTIFIED DA FORM 705** (must be within 6 months of application date, scores above 70 pts. in each event)
- _____ TAB K: **CERTIFIED VERIFICATION OF HEIGHT/WEIGHT STATEMENT** (must be dated within 90 days of application date)
- _____ TAB K: **DA FORM 5500, BODY FAT CONTENT WORKSHEET** (no N/A entries; should be no more than 2% below maximum allowable - i.e. if max allowed is 24% for soldier's age, soldier should be at most 22 %)
- _____ TAB L: **MENTOR ASSIGNMENT MEMO** (must be OBC qualified and outside of applicant's chain of command)
- _____ TAB M: **DD Form(s) 214**
- _____ TAB N: **AWARD, CERTIFICATES OR LETTERS DOCUMENTING LEADERSHIP ACHIEVEMENT**
- _____ TAB O: **ANY AUTHORIZED AND APPROVED WAIVERS**
- _____ TAB P: **ADDITIONAL DOCUMENTS:**
- **NGB FORM 337** (Soldier needs to complete and sign 1st two sections; date will be left blank)

_____ **OER Information (will be rated by: _____ Sr. Rater: _____)**

POC submitting packet: _____

POC phone number: _____

OCS ENROLLMENT AND ATTENDANCE HISTORY
TAB G

_____ I have never been enrolled or attended OCS in the past.

_____ I was previously enrolled and/or attended OCS:

a. Dates of attendance: Start _____ End _____

b. I did not complete the course due to (check all that apply and explain circumstances for release):

_____ Cadre request:

_____ Failure to pass FRB:

_____ Honor Code Violation:

_____ Law Violation:

_____ Medical Injury / Illness:

_____ Involuntary dis-enrolled:

_____ Did not desire to complete program:

_____ Personal Reasons:

_____ Civilian Employment:

_____ Other:

Individual's Signature

Date

Authenticator's Signature

Date